

Final Forms Packet Checklist

Project Number: _____ Project Name / Location: _____
 Contract Number: _____ Contracting Authority: _____
 Accounting Number: _____ Contractor: _____

Instructions: Attach the following documents, as applicable, to this checklist and send with your request for approval of the final voucher or pay estimate to the Iowa DOT Administering Office. Check the box to indicate which documents are being submitted. If the document doesn't apply, write "N/A" below the check box. Include the original and / or number of copies, as indicated for each item. If any of the items are not complete or correct, the final voucher or pay estimate will not be processed until all applicable documents are provided. Keep a copy of this completed checklist, including all attached documents, in the project file.

For many of the checklist items below, references have been provided to the appropriate Iowa DOT form number, Standard Specification Article number, Construction Manual (C.M.) section, Materials Instructional Memorandum (Materials I.M.), or Instructional Memorandum to Local Public Agencies (I.M.). Such references are included in parenthesis immediately after the checklist item title. Consult these references for additional instructions and information.

The Iowa DOT Standard Specifications, Construction Manual, and the Materials I.M.s are all available on-line as part of the Iowa DOT's [Electronic Reference Library](#). Most of the Iowa DOT forms referenced below are also available on the [Iowa DOT Forms](#) web page. Finally, many of the forms or documents included in this checklist are also discussed as part of [I.M. 3.805](#), Construction Inspection.

Document	Number	
	Original	Copies
Include for all contracts paid directly by the LPA:		
<input type="checkbox"/> Final Pay Estimate (Form 181235 (Word) or acceptable substitute) - Include if the Contractor was paid directly by the LPA. The final pay estimate reflects the final quantities and price adjustments, as corrected by the Iowa DOT final audits (if applicable), and has been signed by the Contractor and the Project Engineer.	1	
<input type="checkbox"/> Claim for Reimbursement of Project Costs – Include Claim for Reimbursement of Projects Costs, signed by the Person in Responsible Charge, and a copy of all proof of payments, invoices, and pay estimates not submitted with a previous Claim for Reimbursement of Project Costs. For information on which Claim for Reimbursement of Projects Costs form to use, contact your Administering Office.		
Include for all contracts paid by the Iowa DOT using the Contractor Pay System (CPS):		
<input type="checkbox"/> Final Contract Construction Progress Voucher (Form 181013, C.M. 2.37) - The final voucher includes all Change Orders, reflects the final quantities and price adjustments, as corrected by the Iowa DOT final audits (if applicable), and has been signed by the Project Engineer, Chairman of the Board of Supervisors, District Local Systems Engineer, and the Contractor. <u>Note:</u> If the Field Manager software is used, the computer generated final voucher may be used instead of Form 181013.	1	
For all contracts that apply:		
<input type="checkbox"/> Certification of DBE Accomplishments (Form 102116 , C.M. 2.25 , Article 1102.03) - Include if the contract was let by the Iowa DOT, even if no DBE firms were used. This certificate shall be submitted on all Federal-aid contracts and shall list the dollar amounts paid to all DBE firms on the contract. The certification shall be dated and signed by a responsible official legally representing the Contractor. Falsification of this certification will result in suspension of bidder qualifications according to Article 1102.03 .		1
<input type="checkbox"/> Certification of DBE Accomplishments (Form 517013 , I.M. 3.720) - Include if the contract was let by the LPA, even if no DBE firms were used. If no DBE firms were used, the Project Engineer shall complete the applicable portions of the form.	1	
<input type="checkbox"/> Certification of Subcontractor Payments (Form 518002) - Include if the Contractor utilized any subcontractors.	1	

Document	Number	
	Original	Copies
<input type="checkbox"/> Contractor Evaluations (Evaluation Report form , Evaluation Report Instructions) - These have to be submitted electronically to the Office of Contracts for the Contractor and any subcontractors with subcontract amounts of \$20,000 or more. If using FieldManager, use instructions in the FieldManager Guide. All other projects, use the instructions on the Evaluation Report Instructions web page. At the Project Engineer's option, these may be submitted for subcontracts of lesser value.	1	
<input type="checkbox"/> Interest Payment Information (Form 830236 , I.M. 3.930) - Include for all contracts.		1
<input type="checkbox"/> Audit of Final Pay Estimate (Form 830301 (Word)) - Include if the contract was audited by the Iowa DOT. The form identifies the date corrective actions were taken and is signed and dated by the Project Engineer.		1
<input type="checkbox"/> Final Payment (Form 830436 , C.M. 2.37) - Include if the contract used the Iowa DOT Standard Specifications.		1

Project Engineer's Certification: I have reviewed and / or approved each of the applicable items shown above and have approved the final voucher or pay estimate. The applicable documents, including supporting documentation as required, are attached.

Printed Name: _____

Date: _____

Signature: _____